

Reclamation Manual

Directives and Standards

Subject: Publication Printing

Purpose: Prescribes requirements and responsibilities for the Bureau of Reclamation Publications Printing Program.

Authority: Laws and regulations cited and defined in 314 DM.

Contact: Records and Office Services Group, D-7920

1. **Clearance.** With the exception of those publications noted in 4. below, all Reclamation publications, including reprints whose last publication dates are more than 2 years old, that have had one reprint within 2 years of the initial approval date, or include any revisions, must be approved by their appropriate reviewing official before they are produced.
2. **Approvals.**
 - A. The Department of the Interior's Office of Communications, through the Assistant Secretary for Water and Science, must review and approve all publications which contain a Secretarial message and/or signature or Departmental policy considerations. These publications will be forwarded to Reclamation's Publications Management Officer (PMO), D-7921, for coordination with and transmittal to the Department of the Interior (Department) through the Commissioner's Public Affairs Group.
 - B. The PMO has technical printing approval for publications of a Reclamation-wide nature and all those costing \$50,000 or more in total production (including typesetting, graphics, and printing) and distribution costs. After technical printing approval, the publication package will be forwarded to the Chief, Public Affairs Group, Commissioner's Office, for content review and final printing approval.
 - C. Commissioner's Office Directors, Regional Directors, and Reclamation Service Center (RSC) Directors (Directors) are authorized to approve publication of all items not containing a Secretarial message and not Reclamation-wide in nature which are printed in 1, 2, or more colors of ink, including 4-color process, and cost less than \$50,000 in total production and distribution costs.
 - D. Area managers are authorized to approve publication of fact sheets, posters, flyers, site specific brochures, and newsletters for public involvement studies, along with other publications which involve only local considerations, are printed in 1 or 2 colors of ink, do not exceed \$10,000 in total production and distribution costs, and do not contain a Secretarial message.

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3. **Procedures.** Offices initiating a publication will:
 - A. Initiate Reclamation Form 7-2525, whether they have the authority to approve the publication or must refer it to a higher authority. No publication will be printed without a fully executed approval request.
 - B. Ensure the preservation and maintenance of the signed approval form for future reference and to fulfill any requests for reports.
 - C. Furnish a copy of the signed 7-2525 to the printing staff ordering the printed product.
 - (1) The printing staff will then send one copy of each signed Form 7-2525, three copies of each finished product, and a copy of the printing request (SF-1 or SF-2511) to the Publications Management Officer, D-7921.
 - (2) The printing staff will also send one copy of each signed Form 7-2525 and one copy of each finished product to the Public Affairs Group, Attention: W-1540, for responding to public inquiries.
4. **Excepted Publications.** The following publications are exempt from the approval process when printed in one color. However, the approval process applies to all items except charts and maps when printing in more than one color.
 - A. Draft and final environmental impact statements, environmental assessments, and findings of no significant impact.
 - B. Charts and maps.
 - C. Technical/scientific/statistical publications.
 - D. Employee newsletters (if more than 10 percent of the newsletters are for external distribution, the approval process must be followed).
 - E. Construction and supply specifications.
 - F. Administrative materials produced solely for internal use (e.g., Reclamation Manual).
 - G. Planning reports.
5. **Number of Copies to be Printed.** Originators of publications will carefully consider the target audience, method of sales (Superintendent of Documents and National Technical

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Information Service), and distribution as part of the initial planning for a publication. The normal initial printing should include the planned distribution amount plus enough additional copies to fill expected requests for 3 years.

6. **Mandatory Inclusions.**

- A. **Identification.** All publications must bear the name of the Department in the manner prescribed in the current 314 DM.
- B. **Department Mission Statement.** Offices are encouraged to include the Department mission statement in their publications as prescribed in the current 314 DM.
- C. **Reclamation Mission Statement.** If the Department Mission Statement is used, the following statement will be inserted:

Mission of the Bureau of Reclamation

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

- D. **Publication Date.** The date of publication (month and year, or year only).
 - E. **Metric Requirement.** Use either dual dimensions (metric/inch-pound) or metric exclusively for measurement-sensitive information in all new and revised publications, manuals, reports, specifications, etc. All dual dimensions will be expressed with the metric units first and the inch-pound units second, shown in parentheses.
 - F. **Publication Revisions.** A notation that the publication is a revised or corrected edition if such is the case.
7. **Reclamation Logo.** There is only **one** official logo for Reclamation, which was approved on August 29, 1994, and replaces the waterdrop. The official logo cannot be altered in any way, including the addition or change of wording. It may be printed in color as follows: Borders, mountain and letters in PMS reflex blue, background in PMS 551, mountain reflections (lines) in PMS 542 with the mountain snowcaps white. It may be printed in black or reversed in white with a black background. The use of logos or graphic identities designed to identify specific offices, divisions, services, organizations, or programs is prohibited.

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8. **Technical Publications.** Reclamation shall maintain a technical publications program specializing in, but not limited to, engineering sciences. The program is intended as an informational vehicle by which Reclamation specialists convey new or revised data to other scientists working in the same or related fields and to the general public. Technical publications include manuals, reports, statistical material, monographs, training courses, books, booklets, and brochures containing technical information in such fields as engineering, design, construction, planning, operation, maintenance, and research.
9. **Nontechnical Publications.** Nontechnical and consumer-oriented publications include folders, flyers, broadsides, circulars, pamphlets, annual reports, newsletters, books, brochures, fact sheets, recreation maps, posters, and similar publications whose primary purpose is public information. It is essential that the Public Affairs Office, W-1540, be apprised of action taken to ensure familiarity with those publications currently available, in preparation, or no longer available.
10. **Administrative Publications.** Administrative publications include such documents as telephone directories, construction specifications, warehouse catalogs, planning reports, personnel manuals, newsletters, and other such documents required for the efficient management of regional and local offices. Other publications also included in this category are designers' operating criteria, design standards, design summaries, construction considerations, etc.
 - A. **Office Directory.** Property and Office Services, D-7920, will prepare and issue a Reclamation Office Directory semiannually. It will include the Commissioner's Office, Reclamation Service Center (RSC) Offices, regional offices, area offices, and major field offices. The directory will list the official in charge, his/her title, office telephone number, fax number, street, and mailing address.
11. **GPO Regional Printing Procedures.**
 - A. Offices ordering printing through the GPO Regional Printing and Procurement Offices (GPO-RPPO's) should submit their requisitions through their local Publications Liaison Officer or the PMO located in the RSC.
 - B. Specific procedures for ordering printing through the GPO-RPPO's are outlined in the current 314 DM.